

SECTION: OPERATIONS

TITLE: COMPUTER USE

ADOPTED: October 10, 2000

REVISED:

MOON AREA SCHOOL DISTRICT

	<p style="text-align: center;">814.1. COMPUTER USE</p> <p>1. Purpose</p> <p>The district computer labs, as property of the Moon Area School District, belong ultimately to the residents of Moon and Crescent Townships. The Board of School Directors, as elected officials of the residents, have management responsibility for the labs and equipment. The computer labs exist primarily for the education of district students. Additionally, the labs present an important community resource. If proper care is taken in the use of computers, their useful life will be maximized and not generally depend on the amount they have been used. It is more a function of the advances in technology that eventually render them obsolete.</p> <p>The Board authorizes the district administration to establish the following regulations which support this policy.</p> <p>2. Guidelines</p> <p><u>Use of Computers In the School Setting</u></p> <p>The following priorities shall apply for access to and utilization of the district computer labs:</p> <p>1. Student use -</p> <p>The school day shall include time for computer literacy and application classes in all school buildings. All buildings shall contain at least one (1) computer lab dedicated primarily to such classes.</p> <p>To the extent that scheduling allows, these labs shall be available to classes for Computer Assisted Instruction. The building principals shall develop schedules for CAI with the cooperation of the Computer Coordinator.</p> <p>2. Teacher Use -</p> <p>Teachers shall have access to the computer labs before and after the school day for school-related work. The Computer Coordinator shall schedule teacher in-service on an as needed basis.</p>
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3. PTA/PTC Use -

Recognized parent groups that exist to support the educational process may be given permission by the building principals to use the computer labs. Such use shall be allowed only after completion of appropriate training and with proper supervision.

4. Parent Use -

The computer labs may be made available for instruction of parents or guardians whose children attend the resident school. Such instruction is to be provided by district personnel only. A lab fee shall be charged that includes compensation for instructors plus an hourly lab usage fee. This fee shall be set and reviewed by the Board as needed.

5. Community Use Nonprofit -

Nonprofit community groups may use the computer labs at the discretion of the Computer Coordinator and Central Office according to the Administrative Rules and Regulations Governing Rental of School Facilities previously adopted by the Board. District employees, when used as instructors or supervisors, shall be compensated. When non-district personnel are used to instruct these classes, provision shall be made for the presence of a district employee as a network/lab supervisor. Payment of the district employee shall be at a rate established from time to time. The network/lab supervisor shall have direct experience in the management of the particular lab being used. A fee shall be charged to the user that includes compensation, district payroll contributions, and fringes for district employees plus an hourly lab usage fee with a minimum of \$1.50 per hour or any part of an hour per machine used. A minimum of a three (3) hour charge shall be made per computer.

Use of Computers Outside the School Setting

1. Computer Instructor Use at Home -

Computers located in laboratory settings may only be removed by staff whose assignment is directly related to the operation of the laboratory. Removal of equipment shall not interfere with any lab usage as defined above. The computer instructor must use this computer equipment for school curriculum and/or school management purposes. Any personal use is strictly prohibited. Lab computers and associated equipment shall be returned at least two (2) working days before any scheduled laboratory activities. The computer instructor shall assume all

<p>Pol. 814</p>	<p>financial responsibility for repair or replacement of equipment so removed. The computer instructor and the Computer Coordinator or building principal shall sign a Computer Equipment Loan Form for all equipment so checked out. Upon the return of the equipment, the Computer Coordinator shall examine it to verify its condition.</p> <p><u>Copyright Compliance</u></p> <p>The Board recognizes that the reproduction of computer software without authorization violates the U.S. Copyright Law. It is the intent of the Board to comply with this law as it applies to the use of computer software within the school district. The Board condones neither the unauthorized duplication of computer software nor the use of such software on any school district computer. Sole responsibility for compliance with copyright laws lies with the individual user.</p> <p><u>Misuse of Computers</u></p> <p>All users of the computers shall be legally responsible for misuse of or damage to lab equipment and/or violation of copyright law. In addition, such misuse or damage by students shall be handled by the discipline code in effect for the building involved. Parents/Guardians shall be liable for damages caused by their child.</p>
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